

## **Program A: Administration and Support**

Program Authorization: Act 92 of 1902; Act 143 of 1904; Act 14 of 1948; Act 207 of 1956; Act 253 of 1972; Act 519 of 1977; Act 786 of 1978; Act 1 of the First Extraordinary Session of 1988

### **PROGRAM DESCRIPTION**

The mission of the Administration and Support Program is to provide the management structure and overall administrative direction and financing necessary to ensure adequate professional and non-professional level services and therapeutic environment essential for effective evaluation and treatment of psychiatric patients.

The goals of the Administration and Support Program are:

1. To improve organizational management.
2. To enhance staff competency.
3. To maintain a safe, secure, clean environment for patients and staff.

The Administration and Support program has the responsibility for:

1. Establishing hospital level policy, and conducting institutional management under policy and regulation as established by the State of Louisiana, the Department of Health and Hospitals, and the Office of Mental Health as the governing body.
2. Management of physical and financial resources, regulation of patient monies, control of budgeting and purchasing, warehouse and inventory management, maximization of revenue collection, proper disposition of risk management and loss prevention issues, and maintenance of support functions including management information, biomedical repair, telephones, mail distribution, environmental services, housekeeping, sanitation, building and grounds, laundry and linen, hospital police and fire training.
3. It also has responsibility for development of properly qualified personnel, orientation of personnel, monitoring of the performance appraisal system, maintenance of complete personnel records and the reimbursement of personnel for services performed, and establishment and maintenance of a viable medical records system and a smooth functioning admissions process.

The Administration and Support Program includes the following activities: Chief Executive Officer, Hospital Administrator, Human Resources, Business Office, Management Information, Bio-Medical Maintenance, Telephone Maintenance; Medical Records, Environmental Services, Communications, Security, and Supply.

### **OBJECTIVES AND PERFORMANCE INDICATORS**

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

**The objectives and performance indicators that appear below are associated with program funding in the Governor's Supplementary Recommendations for FY 2000-01. Specific information on program funding is presented in the financial sections that follow performance tables.**

1. (KEY) To maintain the necessary administrative activities needed to operate Central Louisiana State Hospital in a manner that will meet all legal and regulatory standards as measured by 96% compliance with the 43 functions identified by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

Strategic Link: *This objective implements Goal 1, Objective 1 of the strategic plan: Providing effective management of the facility in a manner consistent with governing body and legislative mandates, goals and objectives.*

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage of JCAHO functions in substantial or significant compliance at initial survey <sup>1</sup>	Not applicable <sup>2</sup>	96%	100%	100%	96% <sup>3</sup>	96%

<sup>1</sup> There are a total of 45 functions defined by JCAHO of which 43 are applied to this facility. Surveyors rate each function on a 5-point scale. This indicator reports on the percent of functions that are rated at the top two levels, substantial or significant compliance.

<sup>2</sup> This performance indicator did not appear under Act 19 and therefore had no performance standard for FY 1998-99.

<sup>3</sup> In previous years this indicator was reported on an "all or none" basis, either the facility was accredited (100%) or not (0%). The change in indicators is being made to provide a more sensitive measure of quality.

GENERAL PERFORMANCE INFORMATION:					
PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1994-95	PRIOR YEAR ACTUAL FY 1995-96	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99
Percentage of JCAHO functions in substantial or significant compliance at initial survey	Not applicable <sup>1</sup>	Not applicable <sup>1</sup>	Not applicable <sup>1</sup>	Not applicable <sup>1</sup>	96%
Total number of staffed beds	280	280	216	216	216

<sup>1</sup> This is a new indicator and data has not been maintained at this reporting level for the previous fiscal years. The facility was accredited in these years.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1998-1999	ACT 10 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	6,784,481	7,192,019	7,572,987	7,062,870	6,754,847	(818,140)
Fees & Self-gen. Revenues	146,810	97,457	97,457	97,457	97,457	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	86,757	44,210	44,210	44,210	44,210	0
TOTAL MEANS OF FINANCING	<b>\$7,018,048</b>	<b>\$7,333,686</b>	<b>\$7,714,654</b>	<b>\$7,204,537</b>	<b>\$6,896,514</b>	<b>(\$818,140)</b>
EXPENDITURES & REQUEST:						
Salaries	\$2,457,011	\$2,534,462	\$2,548,462	\$2,637,903	\$2,548,462	\$0
Other Compensation	39,195	97,169	97,169	97,169	97,169	0
Related Benefits	1,410,445	1,508,047	1,508,047	1,519,112	1,510,007	1,960
Total Operating Expenses	2,716,655	3,017,710	2,973,710	2,703,872	2,518,909	(454,801)
Professional Services	5,042	9,000	9,000	9,180	9,000	0
Total Other Charges	71,517	94,741	124,741	120,474	96,140	(28,601)
Total Acq. & Major Repairs	318,183	72,557	453,525	116,827	116,827	(336,698)
TOTAL EXPENDITURES AND REQUEST	<b>\$7,018,048</b>	<b>\$7,333,686</b>	<b>\$7,714,654</b>	<b>\$7,204,537</b>	<b>\$6,896,514</b>	<b>(\$818,140)</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	105	104	104	104	102	(2)
Unclassified	0	0	0	0	0	0
TOTAL	<b>105</b>	<b>104</b>	<b>104</b>	<b>104</b>	<b>102</b>	<b>(2)</b>

A supplementary recommendation of \$6,896,514, which includes no State General Fund, is the Total Recommended amount for this program. It represents full funding of this program payable out of revenues generated by the renewal of the 3% suspension of the exemptions to the sales tax.

## SOURCE OF FUNDING

The Administration and Support Program is funded Interagency Transfers, Fees and Self-generated Revenue and Federal Funds. Interagency Transfers include: Title XIX reimbursement for services provided to Medicaid eligible patients, and reimbursements from various state and local agencies for space occupied and services received. Self-generated Revenue represents reimbursement for ineligible patients with insurance or personal payments based on a sliding fee scale and reimbursement for the cost of housing furnished to employees. Federal Funds are Title XVIII reimbursement for services provided to Medicare eligible patients.

# ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$7,333,686	104	<b>ACT 10 FISCAL YEAR 1999-2000</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$380,968	0	Carry forward BA-7 for the purchase of various items
\$0	\$7,714,654	104	<b>EXISTING OPERATING BUDGET – December 3, 1999</b>
\$0	\$41,912	0	Annualization of FY 1999-2000 Classified State Employees Merit Increase
\$0	\$42,750	0	Classified State Employees Merit Increases for FY 2000-2001
\$0	(\$228,891)	0	Risk Management Adjustment
\$0	\$71,227	0	Acquisitions & Major Repairs
\$0	(\$72,557)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$380,968)	0	Non-Recurring Carry Forwards
\$0	(\$4,266)	0	Legislative Auditor Fees
\$0	(\$667)	0	UPS Fees
\$0	\$67,756	0	Salary Base Adjustment
\$0	(\$106,030)	0	Attrition Adjustment
\$0	(\$54,763)	(2)	Personnel Reductions
\$0	\$5,666	0	Civil Service Fees
\$0	\$45,600	0	Other Adjustments - Funding for the ISIS Human Resource Project
\$0	\$5,997	0	Other Adjustments - Funding for Civil Service pay grade changes for Human Resource personnel
\$0	\$1,825	0	Other Adjustments - Funding for Civil Service pay grade changes for Information Technology personnel
\$0	\$553	0	Other Adjustments - Funding for Civil Service pay grade changes for Stock Clerk personnel
\$0	(\$187,000)	0	Other Adjustments - Decrease in the Interagency agreement with Red River Treatment Center for services provided
\$0	(\$66,284)	0	Other Adjustments - Decrease in the Interagency agreement with Louisiana Rehabilitation Services for services provided
\$0	\$6,896,514	102	<b>TOTAL RECOMMENDED</b>
\$0	(\$6,896,514)	(102)	<b>LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS</b>
\$0	\$0	0	<b>BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001</b>
			<b>SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:</b>
\$0	\$6,896,514	102	This program's entire operating budget is contingent on sales tax renewal.
\$0	\$6,896,514	102	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL</b>

			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE</b>
<b>\$0</b>	<b>\$6,896,514</b>	<b>102</b>	<b>GRAND TOTAL RECOMMENDED</b>

The total means of financing for this program is recommended at 89.4% of the existing operating budget. It represents 86.6% of the total request (\$7,966,243) for this program. The major changes include a reduction of \$228,891 for risk management premiums and personnel reductions.

## PROFESSIONAL SERVICES

\$9,000	Contract for computer network support, training, and problem solving
<b>\$9,000</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## OTHER CHARGES

\$6,000	Payments to the City of Pineville for fire protection
\$21,994	Legislative Auditor for audit services
<b>\$27,994</b>	<b>SUB-TOTAL OTHER CHARGES</b>

### Interagency Transfers:

\$47,385	Payments to the Department of Civil Service for personnel services
\$3,664	Payments for Comprehensive Public Training Program for services
\$17,097	Payments for Uniform Payroll System for payroll processing
<b>\$68,146</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$96,140</b>	<b>TOTAL OTHER CHARGES</b>

## ACQUISITIONS AND MAJOR REPAIRS

\$116,827	Recommended level of funding for the replacement and repairs of obsolete, inoperable or damaged equipment and buildings
<b>\$116,827</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>